

This document outlines the new screens and updates to existing screens, surrounding the recent sanction policy changes. This list of links can be used to quickly access a specific topic, if desired.

[Ineligibility Periods](#)
[Ineligibility Period Person History \(IPPH\)](#)
[Setup Participations \(SEPA\)](#)
[Employability Plan/FIA \(EMPL\)](#)
[TANF Payment Determinator \(EXPD\)](#)
[Sanction Person History \(SAPH\)](#)
[Rollover Deauthorization](#)

INELIGIBILITY PERIODS

If an individual is subject to a second or subsequent sanction, the sanctioned person(s) and all household members coded IN, DQ, DP, SC, TR, or UB will receive an ineligibility period on TEAMS. These ineligibility periods will be on the new Ineligibility Period Person History (IPPH) screen. These ineligibility periods will initially be displayed on IPPH with a SYSTEM GENERATED status.

When a sanction is deleted that had corresponding ineligibility periods, the ineligibility periods will also be deleted.

INELIGIBILITY PERIOD PERSON HISTORY (IPPH)

IPPH		INELIGIBILITY PERIOD PERSON HISTORY			11/08/07 16:38:49
					LIZA S
PERSON NAME: ALBERT TEST		CLIENT ID: 1446510			
ACTION	CASE	INELIGIBILITY PERIOD		TTL	STATUS
A/U/R	NUMBER	START	END	MNTH	
---	-----	-----	-----	----	-----
—	105540	0709	— 0709	01	SYSTEM GENERATED
—	105540	0908	— 0309	06	UNLOCKED
—	105540	0408	— 0608	03	RELOCKED
—	105540	0208	— 0208	01	ADDED
AUTH:					
		PF6=PAGE ONE	PF7=PAGE UP	PF8=PAGE DOWN	

Figure 1 – IPPH

The IPPH screen will display ineligibility periods for a person and allow actions to be taken on an ineligibility period. IPPH can be accessed by typing an I in the HIST column on the AF (TANF) SEPA screen, regardless of a worker's update authority. Accessing IPPH from SEPA will allow an Eligibility Case Manager with update authority to make and save updates.

IPPH accessed by entering the client ID on the Inquiry Menu (INME) or System Setup (SYSE) menu and nexting to IPPH will display the screen for inquiry only, even if the worker has update authority. The screen layout is shown in Figure 1.

The IPPH screen will have a blank row at the top, and will display ineligibility periods starting with the most recent at the top of the list. Workers with case county authority will be able to add, unlock, or relock an ineligibility period.

Adding an ineligibility period:

Policy Note: An ineligibility period would be added to an individual who returns to the household; who would have been a required filing unit member at the time of the sanction; but was not in the household at the time of the sanction .

Example: A newborn child who was previously not coded UB on the case, or a spouse or child who returns to the household.

To add an ineligibility period, the worker will enter an A in the action column and case number in the first row under the headings on the screen, and his/her password in the AUTH field. If the case number entered does not have a sanction for the time period entered, the error message 'TM903221 CASE NUMBER INCORRECT, NO SANCTION EXISTS' will require a corrected case number. If a sanction is found for the case, the system will fill in the start and end dates from the most recent sanction. The worker will get the informational message: TM903239 VERIFY OR CHANGE DATES AND HIT ENTER. If the worker changes the dates and the new dates do not match a sanction on the case, the error message 'TM903240 STR AND END DATES DO NOT MATCH SANCTION DATES' will be displayed. The dates must be updated.

If benefits have been issued for the individual for any of the months, the warning message TM903222 RECEIVED TANF DURING INELIGIBILITY PERIOD, IF THIS IS CORRECT HIT ENTER will display. The ineligibility period will be stored if the worker hits enter after the message is displayed.

Example: Mom (with child 1) was sanctioned and subject to an ineligibility period for the months of March through May 2008. Child 2 was living with Dad and received TANF for the month of March 2008. Child 2 returns to mom's household in April. Worker will need to add an ineligibility period to child 2 as he would have been a required filing unit member at the time of sanction if he was living in mom's household. Since he received TANF in March, the worker will see the warning message TM903222 RECEIVED TANF DURING INELIGIBILITY PERIOD, IF THIS IS CORRECT HIT ENTER. The worker would press Enter to store the ineligibility period on child 2.

An ineligibility period can be added on a closed or open case.

Unlocking an ineligibility period:

Policy Note: An ineligibility period would be unlocked for a child or children who have moved to another household and that household is applying for child-only TANF benefits. For more information, see number 2 in the [EXPD](#) section.

To unlock an ineligibility period for a person with a non-A or I adult child indicator, the worker will enter a U in the action column and his/her password in the AUTH field.

Relocking an ineligibility period:

Policy Note: An ineligibility period can be relocked if it is unlocked in error.

To relock an ineligibility period, the worker will need to enter an R in the action column and his/her password in the AUTH field. If benefits have been issued for any of the months, the warning message TM903222 RECEIVED TANF DURING INELIGIBILITY PERIOD, IF THIS IS CORRECT HIT ENTER will display. The ineligibility period will be stored if the worker hits enter after the message is displayed.

IPPH Error Messages

Other error messages will display for the following reasons.

- If an action code is entered without a password,
TM903225 MUST ENTER PASSWORD FOR ACTION CODE
- If the start and end dates overlap an existing ineligibility period in any way,
TM903226 CANNOT ADD AN INELIGIBILITY PERIOD, ALREADY EXISTS.
- If the person has no ineligibility periods, the screen will display with no spans on the screen,
TM903227 PARTICIPANT DOES NOT HAVE ANY INELIGIBILITY PERIODS TO DISPLAY.
- On an add, if the start date entered is more than seven months in the future compared to the benefit month on SEPA,
TM903228 INELIGIBILITY PERIOD TOO FAR IN FUTURE—CORRECT DATES
- If an A is entered on an existing ineligibility period.
TM903241 'A' ACTION CODE MUST BE ON THE TOP LINE.
- If a U is entered on a period that is already unlocked, or an R is entered on a period that is not unlocked,
TM903242 ACTION CODE INVALID FOR LINE ENTERED.

The status field on the IPPH screen will be 'System Generated' unless an action has been taken on the ineligibility period. Only the most recent status for an ineligibility period will be shown on the screen.

A system generated case note will be created when an ineligibility period is **unlocked**. See Figure 2 for an example of the CANO screen with the new system generated case note.

TB 2008-02: Sanction Changes
TEAMS Changes Effective 2/11/08

CANO	CASE NOTES	11/27/07 12:01:09
FA		LIZA S
CASE NUMBER: 105540	CASE NAME : MOUSE	MINNIE
ENTRY DATE : 08/20/08	ENTERED BY: SYSTEM	GENERATED
TIME : 17:15:09	LAST UPDATE:	AMEND CASE NOTE: N
DESC: SANCTION INELIGIBILITY UNLOCK PGM: AF SUBTYPE:		BENEFIT MM: 0808
SANCTION INELIGIBILITY PERIOD UNLOCKED FOR INDIVIDUAL ON CASE. SANCTION INELIGIBILITY PERIOD WAS ON CASE 423123.		
UNLOCKED PERSON NUMBER: 1234567 AMANDA MOUSE		
UNLOCK AUTHORIZED BY: BERG, DEBBIE		
ACTION TYPE: INQUIRY		
PRESS PF8 TO SEE THE NEXT MESSAGE, PF7 TO SEE THE PRIOR MESSAGE, PF9 TO RETURN.		

Figure 2 – CANO

The BENEFIT MM will be the benefit month the Eligibility Case Manager is using on SEPA when they do the unlock on IPPH.

The Case Note Summary (CANS) screen will list the case note as SANCTION INELIGIBILITY UNLOCK.

SETUP PARTICIPATIONS (SEPA)

FHP Month

Effective February xx, the SEPA screen will be modified to allow a person with a sanction to be coded IN and receive continued benefits (FHP component on EMPL) without lifting the sanction from SAMA. If a participant is coded DQ/SN during an FHP month, the error message 'TM903230 FHP COMPONENT EXISTS – PERSON SHOULD NOT BE DQ/SN' will display.

Policy Reminder: The sanction should not be lifted; TEAMS will retain and count the sanction even though the individual is coded IN.

HIST Column

AF SEPA will allow entry of an I in the HIST column to navigate to the new IPPH screen even if the worker does not have update authority.

In addition, a change is being made to allow workers with inquiry access to use the HIST column to access Person History (PEHI) by entering a P, or Sanction Person History (SAPH) by entering an S.

Ineligibility Periods

The SEPA screen will check for ineligibility periods and will display a warning message if a person with an ineligibility period for the benefit month is coded anything except OU. The warning message 'TM903231 WARNING SANCTION INELIGIBILITY PERIOD EXISTS' will display.

SEPA will not give the warning message in these two exceptions.

- If a person on the case has a current employability plan with an FHP component.

- If the ineligibility period has been unlocked.

Child only

Children (participants with a C, T, F, or N adult child indicator) with an ineligibility period may be eligible to receive child only TANF. In order to issue child only TANF, the children must be unlocked and moved to a new case. TEAMS will enforce the child only rule with an error message when an unlocked child has a participation code of IN, DQ, DP, SC, TR or UB. Every person with an adult child indicator of A or I on the case must be coded OU. The following error message will be displayed, if needed: TM903232 DUE TO UNLOCKED INELIGIBILITY PERIOD, MUST BE CHILD ONLY CASE.

EMPLOYABILITY PLAN/FIA (EMPL)

The EMPL screen has been modified to restart the count of sanctions January 1, 2008 to determine if the case has two or more sanctions. When a second or subsequent sanction is entered for a person after January 1, 2008, the message, 'TM903080 TWO OR MORE SANCTIONS FOR PERSON - CLOSE CASE' will be displayed.

Reminder: The SAPH (Sanction Person History) screen will show a complete history of all sanctions, whereas EMPL and SAMA consider only sanctions starting January 1, 2008 when applying the policy regarding penalty and ineligibility months. However, the SANCTION NUMBER field on SAMA will reflect the total number of sanctions, not just ones beginning with January 2008.

The message TM902388 - PLEASE SANCTION THIS COMPONENT FOR NON-COMPLIANCE' will now only display if the component has not yet been sanctioned.

TANF PAYMENT DETERMINATOR (EXPD)

FHP Month

Effective February 2008, the EXPD screen will allow issuance on a sanctioned month if an FHP component exists on the case for the same benefit month and the sanctioned individual is not coded DQ/SN. If a participant is coded DQ/SN in an FHP month, the error message 'TM903230 FHP COMPONENT EXISTS - PERSON SHOULD NOT BE DQ/SN' will be displayed.

Ineligibility Periods

The EXPD screen will be modified to check each non-OU person for an ineligibility period. If an ineligibility period is found, the Eligibility Case Manager will not be able to authorize benefits, unless the ineligibility period is on a child only case and the ineligibility period is unlocked. Two new messages will be added to enforce this change.

1. When the EXPD screen is displayed for a month with a second or subsequent sanction (since January 2008), the following error message will be displayed, unless they have an FHP component for that month: TM903235 INELIGIBLE - SANCTION INELIGIBILITY PERIOD EXISTS. Unlocked children who have not been coded OU on this case will also cause this error message to display.
2. When children (participants with a C, T, F, or N adult child indicator) with an ineligibility period are unlocked and moved to a new case, TEAMS will enforce the child only rule. Every person with an adult child indicator of A or I on the case must be coded OU in order for benefits to be issued. The following error message will displayed, if needed: TM903232 DUE TO UNLOCKED INELIGIBILITY PERIOD, MUST BE CHILD ONLY CASE.

SANCTION PERSON HISTORY (SAPH)

SAPH	SANCTION PERSON HISTORY						05/30/08	163849
PEHI							LIZA	S PAGE
SAMA								
PERSON NAME: ALBERT TEST						TOTAL SANCTIONS IMPOSED: 0007		
CLIENT ID: 1446510						TOTAL PENALTY MONTHS: 0014		
SANCTION		SANCTION		TTL	CASE	INTENSIVE	CASE MANAGEMENT MEETING	
#	RSN	START	END	MNTH	NUMBER	COMPLETED	DATE	
06	WRC	05/08	- 07/08	03	105540	N		
05	WRC	03/08	- 03/08	01	105540	Y	042508	
04	JBS	02/08	- 02/08	01	105540			
03	WEX	07/07	- 07/07	01	105540			
02	WRC	01/07	- 01/07	01	105540			
01	WRC	02/00	- 02/00	01	105540			
PF6=PAGE ONE PF7=PAGE UP PF8=PAGE DOWN								

Figure 4 - SAPH

Policy Note: IN or DQ work eligible participants who have two or more sanctions since January 2008 are required to attend an ICM meeting within 30 days of eligibility. Failure to do so will result in case closure. The worker must enter an N on SAPH in the COMPLETED column, close the case, and send timely notice of closure. For more information and examples, please refer to the ICM document.

The ICM meetings will be tracked on the SAPH screen. The ICM meetings will be on the same line as the last sanction served. The Eligibility Case Manager with update authority will be able to update this screen only if they have accessed the screen from SEPA.

The right half of SAPH will be changed to include a completed (Y, N or blank) indicator and a completed date. If a Y completed indicator is entered without a date, the error message 'TM903236 DATE REQUIRED' will display. If an N or blank completed indicator has a date entered, the error message 'TM903237 NO DATE ALLOWED/REQUIRED' will display.

An N in the completed field will prevent a worker from authorizing benefits for any benefit month on or after January 2008, when this person is coded anything but OU on any case. However, any month already authorized will issue.

ROLLOVER DEAUTHORIZATION

TEAMS rollover processing will check cases for an N entered on the SAPH screen. If so, the case will be deauthorized and an alert will be created that states 'TANF DEAUTH, POAXX DID NOT COMPLETE ICM MTG, CLOSE CASE'.